SEND TO: DEPARTMENT OF GENERAL SERVICES PROCUREMENT DIVISION

PURCHASE ORDER/ESTIN	IATE
CHANGE REQUEST	

STD. 96 (REV. 4/94) Purchase Order Change (S.A.M. Section 3566) AGENCY TO COMPLETE				AGENCY					AGENCY CONTACT PERSON			
				PROCUREME					CONTACT PHONE NUMBER CAL		LNET NUMBER	
	CHANGE TO (CHECK ONE AND ATTACH COPY OF DOCUMENT BEING CHANGED)							·				
PURCHASE ESTIMATE ORDER				PURCHASEO	PURCHASE ORDER NUMBER			AGENCY BILL CODE : PURCHASE ESTIMATE NUMBER : :				
Α	CONFIRMING 96 FOR ADDITIONAL FUNDS REQUESTED BY O/P					G	CHANGE I	N VENDOR'S NAM	1E			
В	CHANGE IN	QUANTIT	Υ			H MATHMATICAL ERROR OVER \$10.00						
С	CANCELLATI	ION OF I	TEM			I	CHANGE IN ESTIMATE NUMBER					
D	CHANGE IN I	DESCRIP	TION, SPEC'S., OR	SUBSTITUTION OF MA	TERIAL	J	INVOICE TERM DISCOUNT IS LESS THAN P.O.					
Е	ADDITION OF	F ITEM				K	CHANGE I	N F.O.B. POINT				
F	CHANGE IN I	UNIT PRI	CE			L	OTHER					
55 1.0	ur. I	_	T		OF PURCHASE O			CHANGE				
P.E. LIN PG. NO. NO	O. QUANTITY	UNIT	STOCK IT	EM NUMBER		DES	SCRIPTION		UNIT PRICE		EXTENSION	
	OR CHANGE (See											
	(011											

	BUDGET ALLOTI	MENT TO BE CHARGED - TO BE	E COMPLETED FOR INCREAS	SE OR DECREASE		
PAYABLE FROM FUND	PROGRAM/CATAGORY (CODE AND	FUND TITLE	FUND TITLE			
	OPTIONAL USE			<u> </u>		
APPROPRIATION	ПЕМ		CHAPTER	STATUTE	FISCAL YR.	
OBJECT OF EXPENDITURE	(CODE AND TITLE)					
I HEREBY CERTIFY UPON MY OWN PERSONAL KNOWLEDGE THAT THE UNENCUMBERED BALANCE OF THE DEPARTMENTAL BUDGET PROVISION FOR THE PERIOD, FUNCTION AND OBJECT STATED ABOVE IS CORRECT.			1. PREVIOUS TOTAL			
(AFTER T.B.A.) (After B.A.)	2. AMOUNT OF THIS			
ACCOUNTING OFFICER'S SI	GNATURE		3. TOTAL OF REVISED ESTIMATE			
THAT THE	Y CERTIFY UPON MY OWN PERSON COST OF EACH ITEM HAS BEEN CARE I THE ITEMS SET FORTH ARE IN ACCO	FULLY ESTIMATED AND IS, TO THE BES	ST OF MY KNOWLEDGE AND BELIEF,			
SIGNATURE		PHONE NUMBER	TITLE	DATE		